

**Texas Education Agency
Standard Application System (SAS)**

2014-2016 Technology Lending Program Grant

Program authority:	General Appropriations Act, Article III, Rider 8, 83rd Texas Legislature; TEC, Chapter 31, Section 31.021(f) and Chapter 32	FOR TEA USE ONLY <small>Write NOGA ID here:</small>
Grant period:	October 1, 2014, to August 31, 2016	
Application deadline:	5:00 p.m. Central Time, May 13, 2014	
Submittal information:	Four complete copies of the application, three with original signature (blue ink preferred), must be received no later than the aforementioned time and date at this address: <p style="text-align: center;">Document Control Center, Division of Grants Administration Texas Education Agency 1701 North Congress Ave Austin TX 78701-1494</p>	<small>Place date stamp here.</small> <div style="writing-mode: vertical-rl; transform: rotate(180deg);"> Received 2014 MAY -5 PM 2:48 Document Control Center Texas Education Agency </div>
Contact information:	Kathy Ferguson: techlending@tea.state.tx.us; (512) 463-9400	

Schedule #1—General Information

Part 1: Applicant Information					
Organization name	County-District #	Campus name/#	Amendment #		
Brownsville Independent School District	031-901	136; 120; 105; 121; 110; 117			
Vendor ID #	ESC Region #	US Congressional District #	DUNS #		
74-6000418	1	034	030917579		
Mailing address			City	State	ZIP Code
1900 East Price Road			Brownsville	TX	78521-2417

Primary Contact			
First name	M.I.	Last name	Title
Dr. Sylvia	P	Atkinson	Asst. Superintendent for Support Services
Telephone #	Email address		FAX #
956-548-8101	spatkinson@bisd.us		956-548-8229

Secondary Contact			
First name	M.I.	Last name	Title
John	M	Rodriguez	Grant Specialist
Telephone #	Email address		FAX #
956-548-9866	jmrodriguez@bisd.us		956-548-8229

Part 2: Certification and Incorporation

I hereby certify that the information contained in this application is, to the best of my knowledge, correct and that the organization named above has authorized me as its representative to obligate this organization in a legally binding contractual agreement. I further certify that any ensuing program and activity will be conducted in accordance with all applicable federal and state laws and regulations, application guidelines and instructions, the general provisions and assurances, debarment and suspension certification, lobbying certification requirements, special provisions and assurances, and the schedules attached as applicable. **It is understood by the applicant that this application constitutes an offer and, if accepted by the Agency or renegotiated to acceptance, will form a binding agreement.**

Authorized Official:

First name	M.I.	Last name	Title
Dr. Carl	A	Montoya	Superintendent
Telephone #	Email address		FAX #
956-548-8011	drcmontoya@bisd.us		956-548-8019

Signature (blue ink preferred) _____ Date signed _____

Dr. Carl Montoya *05/02/14*

Only the legally responsible party may sign this application.

701-14-107-010

Schedule #1—General Information (cont.)

County-district number or vendor ID: 031-901

Amendment # (for amendments only):

Part 3: Schedules Required for New or Amended Applications

An X in the "New" column indicates a required schedule that must be submitted as part of any new application. The applicant must mark the "New" checkbox for each additional schedule submitted to complete the application.

For amended applications, the applicant must mark the "Amended" checkbox for each schedule being submitted as part of the amendment.

Schedule #	Schedule Name	Application Type	
		New	Amended
1	General Information	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	Required Attachments and Provisions and Assurances	<input checked="" type="checkbox"/>	N/A
4	Request for Amendment	N/A	<input checked="" type="checkbox"/>
5	Program Executive Summary	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Program Budget Summary	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8	Professional and Contracted Services (6200)	<input type="checkbox"/>	<input type="checkbox"/>
9	Supplies and Materials (6300)	<input type="checkbox"/>	<input type="checkbox"/>
10	Other Operating Costs (6400)	<input type="checkbox"/>	<input type="checkbox"/>
11	Capital Outlay (6600/15XX)	<input type="checkbox"/>	<input type="checkbox"/>
12	Demographics and Participants to Be Served with Grant Funds	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13	Needs Assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14	Management Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
15	Project Evaluation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16	Responses to Statutory Requirements	<input checked="" type="checkbox"/>	<input type="checkbox"/>
17	Responses to TEA Requirements	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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Schedule #2—Required Attachments and Provisions and Assurances

County-district number or vendor ID:031-901

Amendment # (for amendments only):

Part 1: Required Attachments

The following table lists the fiscal-related and program-related documents that are required to be submitted with the application (attached to the back of each copy, as an appendix).

#	Applicant Type	Name of Required Fiscal-Related Attachment
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No fiscal-related attachments are required for this grant.

#	Name of Required Program-Related Attachment	Description of Required Program-Related Attachment
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No program-related attachments are required for this grant.

Part 2: Acceptance and Compliance

By marking an X in each of the boxes below, the authorized official who signs Schedule #1—General Information certifies his or her acceptance of and compliance with all of the following guidelines, provisions, and assurances.

Note that provisions and assurances specific to this program are listed separately, in Part 3 of this schedule, and require a separate certification.

X	Acceptance and Compliance
<input checked="" type="checkbox"/>	I certify my acceptance of and compliance with the <u>General and Fiscal Guidelines</u> .
<input checked="" type="checkbox"/>	I certify my acceptance of and compliance with the <u>program guidelines</u> for this grant.
<input checked="" type="checkbox"/>	I certify my acceptance of and compliance with all <u>General Provisions and Assurances</u> requirements.
<input checked="" type="checkbox"/>	I certify that I am not debarred or suspended. I also certify my acceptance of and compliance with all <u>Debarment and Suspension Certification</u> requirements.

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Schedule #2—Required Attachments and Provisions and Assurances

County-district number or vendor ID: 031-901

Amendment # (for amendments only):

Part 3: Program-Specific Provisions and Assurances☒ I certify my acceptance of and compliance with all program-specific provisions and assurances listed below.

#	Provision/Assurance
1.	The applicant provides assurance that program funds will supplement (increase the level of service), and not supplant (replace) state mandates, State Board of Education rules, and activities previously conducted with state or local funds. The applicant provides assurance that state or local funds may not be decreased or diverted for other purposes merely because of the availability of these funds. The applicant provides assurance that program services and activities to be funded from this grant will be supplementary to existing services and activities and will not be used for any services or activities required by state law, State Board of Education rules, or local policy.
2.	The applicant provides assurance that the application does not contain any information that would be protected by the Family Educational Rights and Privacy Act (FERPA) from general release to the public.
3.	The applicant assures that funds provided under the Instructional Materials Allotment (IMA) or other funding are insufficient to purchase enough lending technology for every student who needs dedicated access to a device.
4.	The applicant assures that it will provide access to lending technology and residential access to the Internet for students, including economically disadvantaged students and students with disabilities, who do not already have either the needed equipment or Internet service for learning at home.
5.	The applicant understands that equipment purchased with Technology Lending Program Grant funds is the property of the district or charter school.
6.	The applicant assures that infrastructure and technical support are adequate to support students' use of loaned equipment provided through the grant at its participating campus(es).
7.	The applicant assures that it will provide adequate staff to administer the program and ensure successful implementation.
8.	The applicant assures that it will account for the technology lending equipment in accordance with district policy for accounting for such equipment, including providing insurance when insurance is typically provided for such equipment. The applicant understands that the grant funds cannot be used to replace lost, stolen, or damaged equipment.
9.	The applicant assures that it will obtain a Technology Lending Agreement signed by the parents/guardian of each participating student and by the student participating in the program, including an assurance of student's mastery of the grade-appropriate Digital Citizenship strand of the Technology Applications Texas Essential Knowledge and Skills.
10.	The applicant assures that it has an approved 2013-2014 district technology plan on file with TEA. The applicant understands that if an approved 2013-2014 district technology plan is not on file with TEA at the time the application is submitted to TEA on the application due date, the application is not eligible to be funded.
11.	The applicants assures that it is at Developing or higher Level of Progress in Teaching and Learning and in Educator Preparation in their Texas Campus School Technology and Readiness (STaR Chart) report for the 2012-2013 school year.
11.	The applicant assures that technology lending and use of electronic instructional materials are incorporated into school district or open-enrollment charter school's technology plan.
12.	The applicant assures that appropriate professional development has already been provided for teachers in the use of digital content or that appropriate professional development will be provided within the first three months of the grant period (i.e., October 1, 2014-December 31, 2014) to be prepared for the grant implementation.
13.	The applicant assures that a minimum of 50% of the funds awarded will be spent within the first four months of the grant period (i.e., October 1, 2014-February 1, 2015), and that 100% of the funds will be expended no later than the end of the 1 st year of the grant period (i.e. August 31, 2015) to ensure full program implementation through August 31, 2016.
14.	The applicant agrees to collect and report the data for the performance measures stated in the Program Guidelines under Program Evaluation. The applicant assures it will develop appropriate systems and processes to collect and report the required data.

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Schedule #4—Request for Amendment

County-district number or vendor ID: 031-901

Amendment # (for amendments only):

Part 1: Submitting an Amendment

This schedule is used to amend a grant application that has been approved by TEA and issued a Notice of Grant Award (NOGA). **Do not submit this schedule with the original grant application.** Refer to the instructions to this schedule for information on what schedules must be submitted with an amendment.

An amendment may be submitted by mail **or** by fax. Do not submit the same amendment by both methods. Amendments submitted via email will not be accepted.

If the amendment is mailed, submit three copies of each schedule pertinent to the amendment to the following address: Document Control Center, Division of Grants Administration, Texas Education Agency, 1701 N. Congress Ave., Austin TX 78701-1494.

If the amendment is faxed, submit one copy of each schedule pertinent to the amendment to either of the following fax numbers: (512) 463-9811 or (512) 463-7915.

The last day to submit an amendment to TEA is listed on the [TEA Grant Opportunities](#) page. An amendment is effective on the day TEA receives it in substantially approvable form. All amendments are subject to review and approval by TEA.

Part 2: When an Amendment Is Required

For all grants, regardless of dollar amount, prior written approval is required to make certain changes to the application. Refer to the "When to Amend" guidance posted in the Amendments section of the Division of Grants Administration [Grant Management Resources](#) page to determine when an amendment is required for this grant. Use that guidance to complete Part 3 and Part 4 of this schedule.

Part 3: Revised Budget

			A	B	C	D
#	Schedule #	Class/ Object Code	Grand Total from Previously Approved Budget	Amount Deleted	Amount Added	New Grand Total
2.	Schedule #8: Contracted Services	6200	\$	\$	\$	\$
3.	Schedule #9: Supplies and Materials	6300	\$	\$	\$	\$
4.	Schedule #10: Other Operating Costs	6400	\$	\$	\$	\$
5.	Schedule #11: Capital Outlay	6600/ 15XX	\$	\$	\$	\$
6.	Total direct costs:		\$	\$	\$	\$
7.	Indirect cost (1.34%):		\$	\$	\$	\$
8.	Total costs:		\$	\$	\$	\$

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Schedule #4—Request for Amendment (cont.)

County-district number or vendor ID: 031-901

Amendment # (for amendments only):

Part 4: Amendment Justification

Line #	# of Schedule Being Amended	Description of Change	Reason for Change
1.			
2.			
3.			
4.			
5.			
6.			
7.			

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Schedule #5—Program Executive Summary

County-district number or vendor ID: 031-901

Amendment # (for amendments only):

Provide a brief overview of the program you plan to deliver. Refer to the instructions for a description of the requested elements of the summary. Response is limited to space provided, front side only, font size no smaller than 10 point Arial.

The Brownsville Independent School District (BISD) is proposing to establish and implement a technology lending program at six engaged elementary campuses that will facilitate the use of tablet computers for the most economically disadvantaged students for at-school assignments, homework and learning enrichment purposes. The ultimate goal of the program is to provide students with an additional resource in meeting academic success.

During the application process, BISD administration, the Technology Services department, the Library and Media Services department, and the Grants department collaborated on campus engagement for the proposed program. The program is designed to distribute tablet computers amongst the following elementary campuses: Champion, Del Castillo, El Jardin, Perez, Russell, and Villanueva.

The technology lending program is seen as a critical tool when it comes to educational best practices by helping to reinforce core subject instruction whether in the classroom or when away from school. The tablet computers will be housed at each engaged campus' library and be available for check out by fifth grade students through a monitored process. By expanding the number of students with access to tablet computer technology, the program will promote real-world skills, collaborative learning, teacher effectiveness, student understanding and optimum use of class time.

The Technology Services department will work closely with campus administration and library staff throughout the program to evaluate the success of the program-which entails providing economically disadvantaged students the opportunity to utilize tablet technology to meet academic success-and make program revisions as necessary.

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Schedule #5—Program Executive Summary (cont.)

County-district number or vendor ID: 031-901

Amendment # (for amendments only):

Provide a brief overview of the program you plan to deliver. Refer to the instructions for a description of the requested elements of the summary. Response is limited to space provided, front side only, font size no smaller than 10 point Arial.

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Schedule #6—Program Budget Summary					
County-district number or vendor ID: 031-901			Amendment # (for amendments only):		
Program authority: General Appropriations Act, Article III, Rider 8, 83rd Texas Legislature; Texas Education Code, Chapter 31, Section 31.021(f) and Chapter 32					
Grant period: October 1, 2014, to August 31, 2016			Fund code: 410		
Budget Summary					
Schedule #	Title	Class/ Object Code	Program Cost	Admin Cost	Total Budgeted Cost
Schedule #8	Professional and Contracted Services (6200)	6200	\$0	\$0	\$0
Schedule #9	Supplies and Materials (6300)	6300	\$85,000	\$0	\$85,000
Schedule #10	Other Operating Costs (6400)	6400	\$0	\$0	\$0
Schedule #11	Capital Outlay (6600/15XX)	6600/ 15XX	\$0	\$0	\$0
Total direct costs:			\$85,000	\$0	\$85,000
Percentage% indirect costs (see note):			N/A	\$15,000	\$15,000
Grand total of budgeted costs (add all entries in each column):			\$85,000	15,000	100,000
Administrative Cost Calculation					
Enter the total grant amount requested:					\$100,000
Percentage limit on administrative costs established for the program (15%):					× .15
Multiply and round down to the nearest whole dollar. Enter the result.					\$15,000
This is the maximum amount allowable for administrative costs, including indirect costs:					

NOTE: Indirect costs are calculated and reimbursed based on actual expenditures when reported in the expenditure reporting system, regardless of the amount budgeted and approved in the grant application. If indirect costs are claimed, they are part of the total grant award amount. They are not in addition to the grant award amount.

Indirect costs are not required to be budgeted in the grant application in order to be charged to the grant. Do not submit an amendment solely for the purpose of budgeting indirect costs.

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Schedule #8—Professional and Contracted Services (6200)

County-district number or vendor ID: 031-901

Amendment # (for amendments only):

NOTE: Specifying an individual vendor in a grant application does not meet the applicable requirements for sole-source providers. TEA's approval of such grant applications does not constitute approval of a sole-source provider.

Expense Item Description		Grant Amount Budgeted
6269	Rental or lease of buildings, space in buildings, or land Specify purpose:	\$0
6299	Contracted publication and printing costs (specific approval required only for nonprofits) Specify purpose:	\$0
62XX	ESC charges as per approved cost allocation plan, such as internal service fund. To be completed by ESC only when ESC is the applicant. Check all that apply: <input type="checkbox"/> Salaries/benefits <input type="checkbox"/> Other: <input type="checkbox"/> Networking (LAN) <input type="checkbox"/> Other: <input type="checkbox"/> Computer/office equipment lease <input type="checkbox"/> Other: <input type="checkbox"/> Building use <input type="checkbox"/> Other: <input type="checkbox"/> Copier/duplication services <input type="checkbox"/> Other: <input type="checkbox"/> Telephone <input type="checkbox"/> Other: <input type="checkbox"/> Administrative <input type="checkbox"/> Other:	\$
a. Subtotal of professional and contracted services (6200) costs requiring specific approval:		\$

Professional Services, Contracted Services, or Subgrants Less Than \$10,000

#	Description of Service and Purpose	Check If Subgrant	Grant Amount Budgeted
1		<input type="checkbox"/>	\$
2		<input type="checkbox"/>	\$
3		<input type="checkbox"/>	\$
4		<input type="checkbox"/>	\$
5		<input type="checkbox"/>	\$
6		<input type="checkbox"/>	\$
7		<input type="checkbox"/>	\$
8		<input type="checkbox"/>	\$
9		<input type="checkbox"/>	\$
10		<input type="checkbox"/>	\$
b. Subtotal of professional services, contracted services, or subgrants less than \$10,000:			\$

Professional Services, Contracted Services, or Subgrants Greater Than or Equal to \$10,000

Specify topic/purpose/service:		<input type="checkbox"/> Yes, this is a subgrant
Describe topic/purpose/service:		
Contractor's Cost Breakdown of Service to Be Provided		Grant Amount Budgeted
1	Contractor's payroll costs # of positions:	\$
	Contractor's subgrants, subcontracts, subcontracted services	\$
	Contractor's supplies and materials	\$
	Contractor's other operating costs	\$
	Contractor's capital outlay (allowable for subgrants only)	\$
Total budget:		\$

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Schedule #8—Professional and Contracted Services (6200)			
County-District Number or Vendor ID: 031-901		Amendment number (for amendments only):	
Professional Services, Contracted Services, or Subgrants Greater Than or Equal to \$10,000 (cont.)			
2	Specify topic/purpose/service:		<input type="checkbox"/> Yes, this is a subgrant
	Describe topic/purpose/service:		
	Contractor's Cost Breakdown of Service to Be Provided		Grant Amount Budgeted
	Contractor's payroll costs	# of positions:	\$
	Contractor's subgrants, subcontracts, subcontracted services		\$
	Contractor's supplies and materials		\$
	Contractor's other operating costs		\$
	Contractor's capital outlay (allowable for subgrants only)		\$
Total budget:		\$	
3	Specify topic/purpose/service:		<input type="checkbox"/> Yes, this is a subgrant
	Describe topic/purpose/service:		
	Contractor's Cost Breakdown of Service to Be Provided		Grant Amount Budgeted
	Contractor's payroll costs	# of positions:	\$
	Contractor's subgrants, subcontracts, subcontracted services		\$
	Contractor's supplies and materials		\$
	Contractor's other operating costs		\$
	Contractor's capital outlay (allowable for subgrants only)		\$
Total budget:		\$	
4	Specify topic/purpose/service:		<input type="checkbox"/> Yes, this is a subgrant
	Describe topic/purpose/service:		
	Contractor's Cost Breakdown of Service to Be Provided		Grant Amount Budgeted
	Contractor's payroll costs	# of positions:	\$
	Contractor's subgrants, subcontracts, subcontracted services		\$
	Contractor's supplies and materials		\$
	Contractor's other operating costs		\$
	Contractor's capital outlay (allowable for subgrants only)		\$
Total budget:		\$	
5	Specify topic/purpose/service:		<input type="checkbox"/> Yes, this is a subgrant
	Describe topic/purpose/service:		
	Contractor's Cost Breakdown of Service to Be Provided		Grant Amount Budgeted
	Contractor's payroll costs	# of positions:	\$
	Contractor's subgrants, subcontracts, subcontracted services		\$
	Contractor's supplies and materials		\$
	Contractor's other operating costs		\$
	Contractor's capital outlay (allowable for subgrants only)		\$
Total budget:		\$	

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Schedule #8—Professional and Contracted Services (6200)			
County-District Number or Vendor ID: 031-901		Amendment number (for amendments only):	
Professional Services, Contracted Services, or Subgrants Greater Than or Equal to \$10,000 (cont.)			
6	Specify topic/purpose/service:		<input type="checkbox"/> Yes, this is a subgrant
	Describe topic/purpose/service:		
	Contractor's Cost Breakdown of Service to Be Provided		Grant Amount Budgeted
	Contractor's payroll costs	# of positions:	\$
	Contractor's subgrants, subcontracts, subcontracted services		\$
	Contractor's supplies and materials		\$
	Contractor's other operating costs		\$
	Contractor's capital outlay (allowable for subgrants only)		\$
Total budget:		\$	
7	Specify topic/purpose/service:		<input type="checkbox"/> Yes, this is a subgrant
	Describe topic/purpose/service:		
	Contractor's Cost Breakdown of Service to Be Provided		Grant Amount Budgeted
	Contractor's payroll costs	# of positions:	\$
	Contractor's subgrants, subcontracts, subcontracted services		\$
	Contractor's supplies and materials		\$
	Contractor's other operating costs		\$
	Contractor's capital outlay (allowable for subgrants only)		\$
Total budget:		\$	
8	Specify topic/purpose/service:		<input type="checkbox"/> Yes, this is a subgrant
	Describe topic/purpose/service:		
	Contractor's Cost Breakdown of Service to Be Provided		Grant Amount Budgeted
	Contractor's payroll costs	# of positions:	\$
	Contractor's subgrants, subcontracts, subcontracted services		\$
	Contractor's supplies and materials		\$
	Contractor's other operating costs		\$
	Contractor's capital outlay (allowable for subgrants only)		\$
Total budget:		\$	
c. Subtotal of professional services, contracted services, and subgrants greater than or equal to \$10,000:		\$	
a. Subtotal of professional services, contracted services, and subgrant costs requiring specific approval:		\$	
b. Subtotal of professional services, contracted services, or subgrants less than \$10,000:		\$	
c. Subtotal of professional services, contracted services, and subgrants greater than or equal to \$10,000:		\$	
d. Remaining 6200—Professional services, contracted services, or subgrants that do not require specific approval:		\$	
(Sum of lines a, b, c, and d) Grand total		\$	

For a list of unallowable costs and costs that do not require specific approval, see the guidance posted on the Division of Grants Administration [Grant Management Resources](#) page.

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Schedule #9—Supplies and Materials (6300)						
County-District Number or Vendor ID: 031-901				Amendment number (for amendments only):		
Expense Item Description						
63XX	ESC charges as per approved cost allocation plan, such as internal service fund. To be completed by ESC only when ESC is the applicant. Check all that apply:					Grant Amount Budgeted
	<input type="checkbox"/>	Print shop fees	<input type="checkbox"/>	Technology-related supplies		\$0
	<input type="checkbox"/>	Postage	<input type="checkbox"/>	Other:		
	<input type="checkbox"/>	Copy paper	<input type="checkbox"/>	Other:		
6399	Technology Hardware—Not Capitalized					
	#	Type	Purpose	Quantity	Unit Cost	Grant Amount Budgeted
	1	Asus T100	Student Lending	212	\$400	\$85,000
	2				\$	
	3				\$	
	4				\$	
	5				\$	
6399	Technology software—Not capitalized					\$0
6399	Supplies and materials associated with advisory council or committee					\$0
Subtotal supplies and materials requiring specific approval:					\$0	
Remaining 6300—Supplies and materials that do not require specific approval:					\$0	
Grand total:					\$85,000	

For a list of unallowable costs and costs that do not require specific approval, see the guidance posted on the Division of Grants Administration [Grant Management Resources](#) page.

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Schedule #10—Other Operating Costs (6400)			
County-District Number or Vendor ID: 031-901		Amendment number (for amendments only):	
Expense Item Description			Grant Amount Budgeted
64XX	ESC charges as per approved cost allocation plan, such as internal service fund. To be used by ESC when ESC is the applicant. Check all that apply:		\$
	<input type="checkbox"/> ESC-owned vehicle usage	<input type="checkbox"/> Other:	
	<input type="checkbox"/> Insurance	<input type="checkbox"/> Other:	
6411	Out-of-state travel for employees (includes registration fees)		\$
	Specify purpose:		
6412	Travel for students (includes registration fees; does not include field trips): Specific approval required only for nonprofit organizations.		\$
	Specify purpose:		
6413	Stipends for non-employees (specific approval required only for nonprofit organizations)		\$
	Specify purpose:		
6419	Travel for non-employees (includes registration fees; does not include field trips): Specific approval required only for nonprofit organizations		\$
	Specify purpose:		
6411/ 6419	Travel costs for executive directors (6411); superintendents (6411); or board members (6419): Includes registration fees		\$
	Specify purpose:		
6429	Actual losses that could have been covered by permissible insurance		\$
6490	Indemnification compensation for loss or damage		\$
6490	Advisory council/committee travel or other expenses		\$
6499	Membership dues in civic or community organizations (not allowable for university applicants)		\$
	Specify name and purpose of organization:		
6499	Publication and printing costs—if reimbursed (specific approval required only for nonprofit organizations)		\$
	Specify purpose:		
Subtotal other operating costs requiring specific approval:			\$
Remaining 6400—Other operating costs that do not require specific approval:			\$
Grand total:			\$

In-state travel for employees does not require specific approval. Field trips consistent with grant program guidelines do not require specific approval. See [TEA Guidelines Related to Specific Costs](#) for more information about field trips. For a list of unallowable costs and costs that do not require specific approval, see the guidance posted on the Division of Grants Administration [Grant Management Resources](#) page.

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Schedule #11—Capital Outlay (6600/15XX)				
County-District Number or Vendor ID: 031-901			Amendment number (for amendments only):	
15XX is only for use by charter schools sponsored by a nonprofit organization.				
#	Description/Purpose	Quantity	Unit Cost	Grant Amount Budgeted
6669/15XX—Library Books and Media (capitalized and controlled by library)				
1		N/A	N/A	\$
66XX/15XX—Technology hardware, capitalized				
2			\$	\$
3			\$	\$
4			\$	\$
5			\$	\$
6			\$	\$
7			\$	\$
8			\$	\$
9			\$	\$
10			\$	\$
11			\$	\$
66XX/15XX—Technology software, capitalized				
12			\$	\$
13			\$	\$
14			\$	\$
15			\$	\$
16			\$	\$
17			\$	\$
18			\$	\$
66XX/15XX—Equipment, furniture, or vehicles				
19			\$	\$
20			\$	\$
21			\$	\$
22			\$	\$
23			\$	\$
24			\$	\$
25			\$	\$
26			\$	\$
27			\$	\$
28			\$	\$
66XX/15XX—Capital expenditures for improvements to land, buildings, or equipment that materially increase their value or useful life				
29				\$
Grand total:				\$

For a list of unallowable costs, as well as guidance related to capital outlay, see the guidance posted on the Division of Grants Administration [Grant Management Resources](#) page.

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Schedule #12—Demographics and Participants to Be Served with Grant Funds															
County-district number or vendor ID: 031-901										Amendment # (for amendments only):					
Part 1: Student Demographics. Enter the data requested for the population to be served by this grant program. If data is not available, enter DNA. Use the comments section to add a description of any data not specifically requested that is important to understanding the population to be served by this grant program.															
Total enrollment:										607					
Category	Number	Percentage	Category										Percentage		
African American	0	N/A	Attendance rate										97%		
Hispanic	601	N/A	Annual dropout rate (Gr 9-12)										0%		
White	6	N/A	TAKS met 2011 standard, all tests (sum of all grades tested; standard accountability indicator)										N/A		
Asian	0	N/A	TAKS commended 2011 performance, all tests (sum of all grades tested)										N/A		
Economically disadvantaged	602	99%	Students taking the ACT and/or SAT										N/A		
Limited English proficient (LEP)	292	48%	Average SAT score (number value, not a percentage)										N/A		
Disciplinary placements	0	0%	Average ACT score (number value, not a percentage)										N/A		
Comments															
<p>The BISD is located in Brownsville, Texas, the nation's poorest city as per U.S. Census figures.</p> <p>With nearly 50,000 students, the makeup of the entire BISD student population is holistically reflective of the general population of the area. According to the Public Education Information Management System (PEIMS), ninety-nine percent of the students are Hispanic; ninety-six percent are economically disadvantaged; fifty-nine percent are at-risk; and thirty percent are limited English proficient.</p>															
Part 2: Students to Be Served with Grant Funds. Enter the number of students in each grade, by type of school, projected to be served under the grant program.															
School Type	PK (3-4)	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
Public							607								607
Open-enrollment charter school															
Public institution															
Private nonprofit															
Private for-profit															
TOTAL:							607								607

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Schedule #13—Needs Assessment

County-district number or vendor ID: 031-901

Amendment # (for amendments only):

Part 1: Process Description. A needs assessment is a systematic process for identifying and prioritizing needs, with "need" defined as the difference between current achievement and desired or required accomplishment. Describe your needs assessment process, including a description of how needs are prioritized. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

During the application process, BISD administration, the Technology Services department, the Library and Media Services department, and the Grants department collaborated on campus engagement parameters for the proposed program.

Due to the socioeconomic factors involving the vast majority of BISD students and limited access for students to electronic devices outside of the school campus, it was decided that six elementary campuses with the highest numbers of economically disadvantaged students would become engaged in the proposed technology lending program.

An additional requirement involved the level of current capacity for similar technology lending programs at the campus level. Although the BISD is currently in the process of implementing a technology lending program for the 2013-2014 summer school program—geared specifically for migrant students—none of the six engaged campuses currently have a current program in operation.

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By TEA staff person:

Schedule #13—Needs Assessment (cont.)

County-district number or vendor ID: 031-901

Amendment # (for amendments only):

Part 2: Alignment with Grant Goals and Objectives. List your top five needs, in rank order of assigned priority. Describe how those needs would be effectively addressed by implementation of this grant program. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

#	Identified Need	How Implemented Grant Program Would Address
1.	Ninety-nine percent of BISD 5 th Grade students at the six engaged campuses are economically disadvantaged. For many, this means lack of technology resources at home.	BISD 5 th Grade students at six engaged elementary campuses will have expanded opportunities to utilize the technology lending program as a method of extending the learning process at home.
2.	Use of technology in classrooms/libraries is sometimes limited due to limited/outdated resources.	BISD 5 th Grade students at six engaged elementary campuses will have expanded opportunities to utilize the technology lending program as a method of meeting class assignment requirements.
3.	Use of technology within science, technology and math fields is increasing; students need to become better prepared to meet curriculum requirements.	BISD 5 th Grade students at six engaged elementary campuses will be have expanded opportunities to utilize the technology lending program to meet evolving curriculum standards as part of the School Success Initiative.
4.	Use of technology to assist students to meet School Success Initiative standards.	BISD 5 th Grade students at six engaged elementary campuses will learn to become more organized and efficient, more responsible and better prepared for the future.
5.	Use of technology to foster best practices in maintenance of technological equipment.	BISD 5 th Grade students at six engaged elementary campuses will help to facilitate a district culture that advances responsible technology device care.

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Schedule #14—Management Plan

County-district number or vendor ID: 031-901

Amendment # (for amendments only):

Part 1: Staff Qualifications. List the titles of the primary project personnel and any external consultants projected to be involved in the implementation and delivery of the program, along with desired qualifications, experience, and any requested certifications. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

#	Title	Desired Qualifications, Experience, Certifications
1.	Administrator for Instructional Services	Valid Texas Professional Mid-Management Certificate and an Administrator Certificate or Principal Certificate. Master's degree and five years of district/campus administrative level experience. Additionally, experience with computer networking in large organizations.
2.	Lead Teacher Instructional Technology	Valid Texas Teachers Certificate, a Masters degree, and a minimum of 5 years teaching at the elementary or secondary school level. Additionally, experience as a computer instruction resource teacher or campus technology teacher.
3.	Administrator for Library/Media Services	Professional Mid-Management Certificate and Principal Certificate. A Master's degree, a degree in Library Science and a Professional Learning Resources Certificate. Additionally, three years in public school administration.
4.	Principal	Professional Mid-Management Certificate, Administrator Certificate, or Principal Certificate. Professional Development Appraisal System Certification to include ILD training certificate. Administrative experience at level of the level of Principal.
5.	School Librarian	Valid Texas Teachers Certificate, School Librarian Certificate, Learning Resource Specialist Certificate, and Learning Resource Endorsement or Emergency Certification. A Bachelor's degree and Master's degree (preferred) and familiarity with on-line circulation/catalog systems.

Part 2: Milestones and Timeline. Summarize the major objectives of the planned project, along with defined milestones and projected timelines. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

#	Objective	Milestone	Begin Activity	End Activity
1.	Award Process	1. Award notification received by BISD.	09/01/2014	09/30/14
		2. Award approval by BISD Board of Trustees.	10/06/14	10/10/14
		3. Award processed by Grants/Technology Services/Finance departments.	10/06/14	10/10/14
		4. Technology Services department creates lending policy handbook.	10/06/14	10/10/14
		5. Technology Services & Grants departments meet on project management with engaged campuses.	10/06/14	10/10/14
2.	Procurement & Delivery	1. Technology Services department & engaged campuses collaborate procurement process.	10/13/14	10/31/14
		2. Delivery/tagging of tablets - BISD Warehouse.	11/03/14	11/07/14
		3.		
		4.		
		5.		
3.	Inventory & Disbursal	1. Tablets processed - Technology Services department.	11/10/14	11/14/14
		2. Tablets disbursed to engaged campus libraries.	11/17/14	11/21/14
		3.		
		4.		
		5.		
4.	Technology Lending	1. Tablets available to students during spring 2015.	12/01/14	05/29/15
		2. BISD submits Interim Report #1.	04/01/15	04/15/15
		3. Tablets available to students during 2015-2016.	08/31/15	05/27/16
		4. BISD submits Interim Report #2.	10/01/15	10/15/15
		5. BISD submits Interim Report #3.	04/01/16	04/15/16
5.	Final Report	1. BISD submits Final Report.	09/19/16	09/30/16

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Schedule #14—Management Plan (cont.)

County-district number or vendor ID: 031-901

Amendment # (for amendments only):

Part 3: Feedback and Continuous Improvement. Describe the process and procedures your organization currently has in place for monitoring the attainment of goals and objectives. Include a description of how the plan for attaining goals and objectives is adjusted when necessary and how changes are communicated to administrative staff, teachers, students, parents, and members of the community. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

The BISD will use the Electronic Communication and Data Management CQ (Regulation) policy as a resource to create and implement a BISD Lending Technology Program Acceptable Use Policy or similarly titled handbook that will be explained and provided to campus administrative staff, librarians, teachers, students, and parents.

The handbook will provide a framework for the ethical use of the school network and tablet computers. Routine maintenance and monitoring of the network may lead to discovery that one has violated the acceptable use policy or the law. Students who violate any of these guidelines are subject to the school's discipline process; and, may not be able to participate in the district's technology lending program for an extended period of time and also face separation from the school community.

Part 4: Sustainability and Commitment. Describe any ongoing, existing efforts that are similar or related to the planned project. How will you coordinate efforts to maximize effectiveness of grant funds? How will you ensure that all project participants remain committed to the project's success? Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Although the BISD has no current technology lending programs in place, the district's Migrant Education Office (Special Programs department) is working on a proposal that will provide a tablet computer for migrant students upon funding. Students that are provided a tablet computer will be able to access web-based learning programs while away from home. Among other goals of this pilot project is to facilitate the number of students meeting School Success Initiative standards.

The Technology Services department will work with campus administration and library staff of each campus to ensure that monthly reports are produced to evaluate program participation. Reports detailing the number of students checking out a device as part of the technology lending program will be reviewed and checkout process methods will be reviewed and revised accordingly to ensure maximum effectiveness.

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Schedule #15—Project Evaluation

County-district number or vendor ID: 031-901

Amendment # (for amendments only):

Part 1: Evaluation Design. List the methods and processes you will use on an ongoing basis to examine the effectiveness of project strategies, including the indicators of program accomplishment that are associated with each. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

#	Evaluation Method/Process	Associated Indicator of Accomplishment	
1.	BISD will evaluate library check out records between 04/01/15 and 04/15/15.	1.	Minimum of 75% of tablets will be checked out for student usage.
		2.	
		3.	
2.	BISD will evaluate library check out records between 10/01/15 and 10/15/16.	1.	Minimum of 85% of tablets will be checked out for student usage.
		2.	
		3.	
3.	BISD will evaluate library check out records between 04/01/16 and 04/15/16.	1.	Minimum of 95% of tablets will be checked out for student usage.
		2.	
		3.	
4.	BISD will evaluate yearly updated AEIS data-enrollment of economically disadvantaged students.	1.	All six engaged elementary campuses will meet the minimum forty percent of economically disadvantaged students enrollment standard.
		2.	
		3.	
5.		1.	
		2.	
		3.	

Part 2: Data Collection and Problem Correction. Describe the processes for collecting data that are included in the evaluation design, including program-level data such as program activities and the number of participants served, and student-level academic data, including achievement results and attendance data. How are problems with project delivery to be identified and corrected throughout the project? Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

The BISD will evaluate program success following a series of steps that begin with campus librarians conducting monthly tablet check out records. This step is followed by campus administration reviewing the data provided and discussing troubleshooting methods with campus librarians and the Technology services department. The last step involves project involves increased outreach to the teachers, students and parents about the school's tablet lending program.

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Schedule #16—Responses to Statutory Requirements

County-district number or vendor ID: 031-901

Amendment # (for amendments only):

Statutory Requirement 1: Applicant must describe how it will use funds to implement or enhance a technology lending program to loan students the equipment necessary to access and use electronic instructional materials. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

If awarded the grant, the engaged schools will be able to implement a technology lending program that will offer BISSD Fifth Grade students an opportunity to use tablet computer technology in their classrooms, homes and BISSD recommended Wi-Fi hotspots; and, be able to meet the needs of evolving curriculum which recommends increased student usage of technology devices as a resource in meeting School Success Initiatives standards.

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Schedule #16—Responses to Statutory Requirements

County-district number or vendor ID: 031-901

Amendment # (for amendments only):

Statutory Requirement 2: If the applicant has already purchased, or is also purchasing, lending equipment through other funding sources such as the Instructional Materials Allotment, the applicant must describe how equipment from all funding sources will be used in a cohesive manner to support efforts to ensure students have dedicated access to a technology device. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Although the BISD does not have a campus wide technology lending program in place; the district is currently in the process of implementing a technology lending program geared specifically for migrant students through the Special Services department.

Once both technology lending programs are in place, the BISD will be able to evaluate program successes and best practices and begin planning for expanded technology lending efforts.

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Schedule #17—Responses to TEA Program Requirements

County-district number or vendor ID: 031-901

Amendment # (for amendments only):

TEA Program Requirement 1: Applicant must describe how the lending program aligns with existing mission and goals of the public school district or open-enrollment charter school. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

The lending program aligns with BISD's goal of "increasing accessibility for all students to technology based instruction across all subject areas and providing adaptive-assisted devices when needed for identified students."

During the 2014-2015 school year, the BISD will implement a systematic increased use of digital textbooks at select grade levels. Engagement in the technology lending program facilitates increased engagement from engaged students.

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Schedule #17—Responses to TEA Program Requirements

County-district number or vendor ID: 031-901

Amendment # (for amendments only):

TEA Program Requirement 2: Applicant must describe how it will prioritize campuses with the highest need for a technology lending program. Applicant must also describe how it will ensure access to lending equipment and residential access to the Internet among students who have the greatest need. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

The BISD has identified six elementary school campuses with the highest rates of economically disadvantaged students and with no technology lending programs in place. Because the campuses are spread throughout the expansive city limits and Wi-Fi access may be limited in certain rural areas, the BISD will provide guidance on additional methods of using the borrowed technology when not in school, such as storing assignments to be able to work offline and the use of recommended community Wi-Fi hotspots, such as City of Brownsville public libraries. A 2010 grantee of the Broadband Technology Opportunities Program through the U.S. Department of Commerce, the City of Brownsville is aggressively seeking expanded Wi-Fi opportunities for its citizens. Additionally, the BISD is investigating avenues to expand on current use of technology for increased student success.

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Schedule #17—Responses to TEA Program Requirements (cont.)

County-district number or vendor ID: 031-901

Amendment # (for amendments only):

TEA Program Requirement 3: Applicant must describe how the lending program aligns with current curriculum, instruction, and classroom management policies and/or practices on its participating campus(es). Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

The technology lending program aligns itself with science and math software programs currently being utilized at each of the engaged elementary school campuses. By providing 5th Grade students the option of checking out a tablet computer for use at home or at a BISD recommended Wi-Fi hotspot, students are afforded an extension of the learning process and will increase their opportunity to meet recommended School Success Initiatives standards.

Additionally, the technology lending program helps to build a school culture that advances responsible maintenance standards for technology devices.

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Schedule #17—Responses to TEA Program Requirements (cont.)

County-district number or vendor ID: 031-901

Amendment # (for amendments only):

TEA Program Requirement 4: Applicant must describe how it is using electronic instructional materials in one or more foundation curriculum subject area(s) for one or more grade level(s). Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

The BISD is currently using electronic instructional materials in science and math, to increase student achievement, in its K-5 grade levels. The technology lending program will facilitate student engagement and success as BISD expands the use of technology with core curriculum standards.

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Schedule #17—Responses to TEA Program Requirements (cont.)

County-district number or vendor ID: 031-901

Amendment # (for amendments only):

TEA Program Requirement 5: Applicant must describe professional development for teachers in the use of electronic instructional material that has already occurred or will occur within the first three months of the grant period (i.e., October 1, 2014-December 31, 2014) to be prepared for the grant implementation. Note: Any professional development that is provided within the grant period must be provided with non-grant funds. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Professional development is already made available to all teachers by the Lead Teachers at the Technology Services department. Sessions are scheduled regularly on a weekly basis. If BISD is to be awarded the technology lending grant, the district would hold additional training sessions at the participating campuses during Saturday sessions and/or during instructional staff conference periods.

TEA Program Requirement 6: Applicant must describe how infrastructure is adequate to support students' anticipated use of devices provided through the grant at its participating campus(es). Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

During the 2013-2014 school year, the BISD has invested in network upgrades at all high school campuses. This development is in the first phase of its \$6,000,000 three-year plan. The next in line for network upgrades are all elementary schools during 2014-2015. All middle schools will receive the network upgrade during the 2015-2016 school year.

Schedule #17—Responses to TEA Program Requirements (cont.)**For TEA Use Only**

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County-district number or vendor ID: 031-901

Amendment # (for amendments only):

TEA Program Requirement 7: Applicant must describe a plan for providing Internet access to the homes of students as needed. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Although the BISD is not proposing the provision of Internet access for students' homes without Internet access, the BISD will provide recommendations on available Wi-Fi hotspots such as the City of Brownsville public libraries. Except for major holidays, the libraries are open from 10am to 9pm on most weekdays and are also open on weekends.

TEA Program Requirement 8: Applicant must describe how technical support is adequate to support students' anticipated use of devices provided through the grant at its participating campus(es). Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Each BISD campus has an individual that handles technology support. These individuals are tasked with maintaining campus technology needs including troubleshooting of any technology devices.

Tech support staff will work closely with the Technology Services department at the six engaged elementary campuses to ensure all tablet computers are in good shape and in working order.

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Schedule #17—Responses to TEA Program Requirements (cont.)

County-district number or vendor ID: 031-901

Amendment # (for amendments only):

TEA Program Requirement 9: Applicant must describe how the grant will be administered on participating campus(es), including a description of how the check-out and check-in process will operate, who will be in charge of the check-out process, especially in cases of competing need, and the process that will be used to maintain the technology lending equipment in proper working condition. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

The Technology Services department will work closely with campus administration and library staff at each of the six engaged elementary campuses to ensure that the BISD's technology lending program acceptable use policy handbook is closely adhered to so that program effectiveness is ensured.

Campus administration and library staff will monitor the technology lending program. Although each engaged elementary campus will follow the same general check-out and check-in process, the campus principal will make adaptations according to individual campus needs.

Tech support staff at each engaged elementary campus will ensure that all tablet computers are kept in good, working order. In the case of a tablet computer requiring additional repair the Technology Services department will work with the respective campus for timely repair.

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Schedule #17—Responses to TEA Program Requirements (cont.)

County-district number or vendor ID: 031-901

Amendment # (for amendments only):

TEA Program Requirement 10: Applicant must describe how it will account for the technology lending equipment according to local policy, including providing insurance if appropriate. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

The BISD has an umbrella fixed asset insurance policy that will cover all tablet computers purchased for this program.

Upon receiving shipment of the tablet computers, BISD Warehouse personnel will tag each tablet computer as a fixed asset with an individual identification number on a bar code. Once that step is completed, the tablet computers will be processed by the Technology Services department and then deliver to each of the six engaged elementary campuses.

Library staff will then scan the tablet computers to their respective fixed asset inventory list for proper inventory management.

TEA Program Requirement 11: Applicants must describe the development and implementation of a *Technology Lending Agreement* to be signed by parents or guardians of the students and by the student. The agreement must address responsible use and care of the equipment, responsible use of the district's digital resources, and responsible use of the Internet. The agreement may incorporate an existing *Responsible Use Policy* by reference. The Technology Lending Agreement must verify that students receiving Internet access at home have a demonstrated grade level mastery of the Digital Citizenship strand of the Technology Applications Texas Essential Knowledge and Skills (TEKS). Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

The BISD is using the Electronic Communication and Data Management CQ (Regulation) policy as a resource to create and implement a BISD Lending Technology Program Acceptable Use Policy or similarly titled handbook, including a *Technology Lending Agreement* that will be explained and provided to campus administration, librarians, teachers, students, and parents.

Parents or guardians of the students and students will be requested to sign the *Technology Lending Agreement*. Students will also be requested to verify demonstrated grade level of mastery of the Digital Citizenship strand of the Technology Applications Texas Essential Knowledge and Skills (TEKS).

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